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I. Major Accomplishments and Significant Developments During 1 July 1957 through 30 June 1958

A. Scanning our objectives of previous reports, we note that they have not changed fundamentally in recent years; all relate to effective utilization of personnel. However, significant changes have occurred in points of emphasis and in the procedures devised to achieve these objectives. In concentrating upon effective utilization of Agency employees, POD assumed additional responsibilities, with resulting organizational changes.

B. With on-duty strengths approaching ceilings, and even in some instances exceeding authorized strength, and with curtailment of some projects, namely, [REDACTED] priority focused on the handling of surplus personnel. An outgrowth of this situation resulted in greater activity by the Special Placement Committee, which aids in resolution of employee assignments after previous conventional efforts toward placement have not succeeded.

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C. In recognition of benefits derived from pre-employment processing in the hard-to-get categories, all professional applicants are now processed under a program which provides for more liberal use of travel at government expense. Pre-employment medical examinations and security interviews are completed prior to eod; accordingly, an applicant may be offered a firm job commitment. Likewise, pay adjustments for scientists and engineers, plus payment of transportation costs incurred in moving to Washington have served as inducements to highly desirable applicants.

D. Whereas a greater effort is being expended in exploring internal re-assignment opportunities for some employees, and probing out-placement chances for others, there have been refinements of screening and selection devices. (See attachment). Qualification standards have been raised, tests devised, age factors are given more prominence and suitability for overseas assignment is considered. These elements not only have significance to the Medical, Security, Personnel Review Panel, but the newly created Overseas Evaluation Panel scrutinizes pertinent information on employees nominated for foreign assignment.

E. POD presented briefings on the new Agency Manpower Control System (approved by the Career Council) and the new Agency Compensation System to senior agency officials, the White House Staff (Personnel) and the Civil Service Commissioners. Responsibility was assumed for details in arranging a Personnel Officers Conference on 9-10 June 1958. A total of 72 conferees and 9 speakers and discussion leaders participated in this conference at [REDACTED]

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F. An Out-Placement Program was initiated during February, 1958, with the major program objectives of furnishing out-placement assistance to meritorious types of employees who were surplus to Agency program needs and/or who, for various reasons, have limited Agency employment potential. During these initial months, Out-Placement Programming has been directed toward: (1) De-

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veloping favorable rapport with Heads of Career Services and Operating Officials; (2) Developing out-placement sources in the Federal government, private industry and universities; (3) Interviewing and counseling out-placement candidates, including liaison with appropriate career services and external out-placement sources.

G. The past year proved to be a very active period with the administration of the Consolidated Charities Fund multiple drives, an expanded recreation program, and a variety of multifarious activities and services requiring the heaviest concentration of time and effort. The fund raising drives were considered an overwhelming success; \$141,799.91 was collected, \$34,000 more than was handled in 1956-57. This year, Employee Services and Counseling were merged into ERB.

H. The responsibility for appointment processing by POD previously an RSD function, has improved communication between personnel involved, and facilitated the cod operation. With the establishment of an arbitrary personnel ceiling (238) for "summer only" employees, screening devices were implemented for the selection and placement of individuals.

## II. Objectives for Current Year and Status of Current Program

Primary objectives of POD for the current year require rendering maximum support to the operating components with respect to:

- a. Improving the reassignment program
- b. Identifying specific employee skills so as to assure maximum utilization of personnel assets.
- c. Developing testing devices for more equitable evaluation of engineering and scientific skills.
- d. Maintaining closer personal contact and liaison with other offices toward developing better teamwork in areas of mutual concern.
- e. Acquainting employees of operating components, particularly administrative and supervisory personnel, with facilities and services available through this office, and to be readily available when problems arise and/or our services are required.
- f. Developing regulatory material as required, and preparing handbooks to cover the entire range of personnel utilization program for presentation to career council.
- g. Work is already under way to establish, on a regularly scheduled basis, meetings and conferences of key persons charted with personnel administrative responsibilities throughout the Agency. The purpose of these assemblies will be to brief such persons on developments and changes in the over-all personnel program and to assist in establishing necessary procedures to resolve their immediate problems. It will comprise an organized effort to improve communications between the Office of Personnel and its professional people assigned to operating units.
- h. Active participation will continue in the Supervision and Management Courses of OTR.
- i. In collaboration with Mr. [REDACTED] assigned by the DD/S and the Director of Training to review and revise as needed course material for administrative officers, appropriate training material will be developed for personnel officers assigned to overseas service.

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